



UAF RESIDENCE HALL ASSOCIATION

EXECUTIVE OFFICER EXPECTATIONS

• www.uaf.edu/reslife/rha •

MISSION STATEMENT: RHA is your Residence Hall Association — a student-led organization serving as an advocate for students' needs, concerns and interests. Through its work, RHA is here to encourage students to invest and engage in their campus community and connect to the larger community of Fairbanks. During the academic year, RHA will provide opportunities for community service and host social events while continuously acting as a resource to all on-campus residents at UAF.

EXECUTIVE OFFICER RESPONSIBILITIES:

The following are some position-specific responsibilities ALL executive officers are tasked with:

- Attend bi-weekly RHA Executive Board meetings and bi-weekly RHA general assembly meetings. *These meetings will be held on opposite weeks.*
- Support and participate in RHA events and programs.
- Act as liaison between Residence Life and on-campus resident population

PRESIDENT:

- Meet with RHA advisor weekly
- Write agendas for bi-weekly RHA meetings
- Facilitate bi-weekly RHA meetings
- Oversee and assist with RHA Exec. Board administrative tasks (i.e. budget)
- Set time line and basic plan for major RHA events the following year including elections

VICE PRESIDENT:

- Oversee event planning and delegate tasks
- Supervise all RHA marketing initiatives
- Regularly update RHA social media pages
- Assist in the planning for major RHA events the following year including elections
- Facilitate bi-weekly RHA meetings in the absence of the RHA President

SECRETARY:

- Record and distribute meeting minutes
- Maintain attendance records for meetings
- Create and update roster of RHA members
- Communicate RHA business to RHA members and general campus population
- Manage Online forms, documents and RHA calendar of events

TREASURER:

- Create a yearly budget and advise RHA Exec. Board on the allocation of funds
- Give an updated financial report at every RHA general assembly meeting
- Manage the fund-request process
- Assist in purchasing supplies for events
- Maintain receipts and financial records

COMPENSATION:

The President, Vice President, Secretary, and Treasurer will each receive a \$250.00 scholarship per semester served on the RHA Executive Board during academic school year.

***This scholarship will only be awarded should the officer complete her/his expected duties.**



UAF RESIDENCE HALL ASSOCIATION

EXECUTIVE OFFICER APPLICATION

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* Eligible applicants must reside in an on-campus Residence Life facility for the duration of their appointment, be enrolled in at least six (6) on-campus credits per semester, maintain a 2.0 GPA, and be in good academic and disciplinary standing by the University of Alaska Fairbanks and Department of Residence Life.

**Students may not hold an elected RHA position and an RA position at the same time.

APPLICANT PERSONAL INFORMATION:

First and Last Name: _____ Hall and Room #: _____

Classification: _____ E-mail: _____ Phone #: _____
(Sophomore, Junior, etc)

GPA: _____ Please circle the office(s) you are applying for: PRESIDENT VICE PRESIDENT SECRETARY TREASURER

REQUIRED APPLICATION MATERIALS:

Directions: Please attach your responses to the following questions on a separate document or typed sheet.

- 1) Why do you want to be on the Residence Hall Association (RHA) Executive Board?
- 2) Describe your past leadership experiences. In relationship to the position(s) you are running for, how has your previous experiences prepared you for the position?
- 3) What are some goals you have for RHA that you would like to implement? How will you seek to improve the on-campus experience?
- 4) Tell us how you remain organized. How will you balance the demands of your academics with the addition of your officer responsibilities?

PERSONAL STATEMENT & SHORT BIO:

Directions: Please attach your responses to the following questions on a separate document or typed sheet.

Please submit a blurb — no more than 300 words, describing your experience, who you are, and why you would be best for the position(s) you are applying for. This statement may not contain any slanderous material regarding another candidate.

Note: *Each candidate's personal statement will be displayed under the candidates name on the election site.*

TO SUBMIT: Email your completed application and materials to uaf-rha@alaska.edu or turn in a physical copy to the Office of Residence Life located in the MBS lobby across from Bartlett Hall.



As a part of the application process, it is necessary for the Office of Residence Life to verify my GPA. I understand that I cannot be employed with the Office of Residence life if I am on academic or disciplinary probation, and I authorize the review of my academic and disciplinary records for the purpose of verification. To the best of my knowledge, the information I have furnished on this application is true and correct. I realize that intentional falsification of statements on this application will subject me to disqualification as an applicant for this position in the Office of Residence Life.

Applicant's Signature: _____ Student ID#: _____ Date: _____